



## MEMORANDUM

**TO:** Candidates for the 2016 City Council Election

**FROM:** Jannette Goodall, City Clerk

**DATE:** May 6, 2016

**SUBJECT:** Election Information

The Candidates Guide is a packet containing important information and forms for anyone interested in running for the Austin City Council. The five Council seats on the November 8, 2016 ballot are from District 2, 4, 6, 7 and 10. Article II, Section 2 of the City Charter specifies the eligibility requirements to serve on Council. The requirements to serve as a City Council Member are:

- Must meet all eligibility requirements listed in the Texas Election Code, Section 141.001; and
- Must have resided continuously in the state for 12 months and in the council district from which the candidate is seeking election for six months immediately preceding the regular filing deadline for the application for a place on the ballot.

The regular filing deadline for the application for a place on the November 8, 2016 ballot is Monday, August 22, 2016 at 5 PM. Based on the filing deadline and the eligibility requirements, the relevant residency deadlines are:

- Resident of the state as of August 21, 2015; and
- Resident of the respective council district as of February 21, 2016.

The Candidates Guide and all relevant forms are available on-line at <http://austintexas.gov/page/elections-2016>. Forms that were not created by the City of Austin have been downloaded from the appropriate website. The forms were current as of April 22, 2016; however candidates should be aware that it is possible that the Secretary of State or the Texas Ethics Commission may update their forms without notice. Prior to using a form contained in the Guide, you should compare the date of the form in the Guide with the date of the form currently posted on the appropriate State agency website. The web address for each form included in the Guide is listed in the Table of Contents immediately below the name of the form. While the Candidates Guide has provided website links published in both English and Spanish, the destination website may or may not contain Spanish translations.

The Guide also provide new instructions on the City requirements for electronic filing of Campaign Finance data as required by City Code, Section 2-2-26 states that “A candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the campaign finance report.” Additional instructions and forms are provided in the Guide in the section relating to campaign finance or the City web site at <http://austintexas.gov/page/campaign-finance-forms>.

The duty of the City Clerk’s Office is to accept, retain and provide access to the election documents including the application for place on the ballot and campaign finance documents. The Office is not responsible for providing campaign advice or completing, correcting or ensuring the timeliness or

accuracy of the documents filed. Election law, especially campaign finance law is complex. For this reason, a candidate may want to consider retaining legal counsel or an experienced campaign manager to assist you during your campaign. A candidate may direct specific questions to the City Clerk's Office or request a meeting with staff to discuss specific questions. Where ever possible the staff will assist you in either determining the answer or direct you to the correct State agency for a response.